



DEC 10 1954

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: Additional Briefing Material for Clark Committee

1. Additional briefing material for the Clark Committee, prepared in accordance with your memorandum dated 26 November 1954, is attached. Attachment 1 supplements Tab A of the initial briefing material furnished by this Office by summarizing the basic authorities for the functions performed by the Office of Personnel. It is believed that the initial material adequately describes the functions of the various elements of this Office.

2. Attachment 2 provides, in chart form, a tabulation of professional, clerical and military personnel on duty in the Office of Personnel as of 31 October 1954. Attachment 3 presents a statement of the Fiscal Year 1955 for each Division and Staff within the Office of Personnel. Data used in this chart were compiled from Fiscal Year 1955 requirements as reflected in the Fiscal Year 1956 budget presentation in accordance with informal discussion with a representative of the Budget Division, Office of the Comptroller.

3. The Office of Personnel does not produce any publications except Agency Regulations, Notices, Handbooks, etc. It has been assumed that such publications, if pertinent at all, would be included in the listing to be furnished by the Office of Collection and Dissemination.

25X1A



HARRISON G. REYNOLDS  
Assistant Director for Personnel

Attachments

3, in quadruplicate



SECRET

25X1A

LEGEND

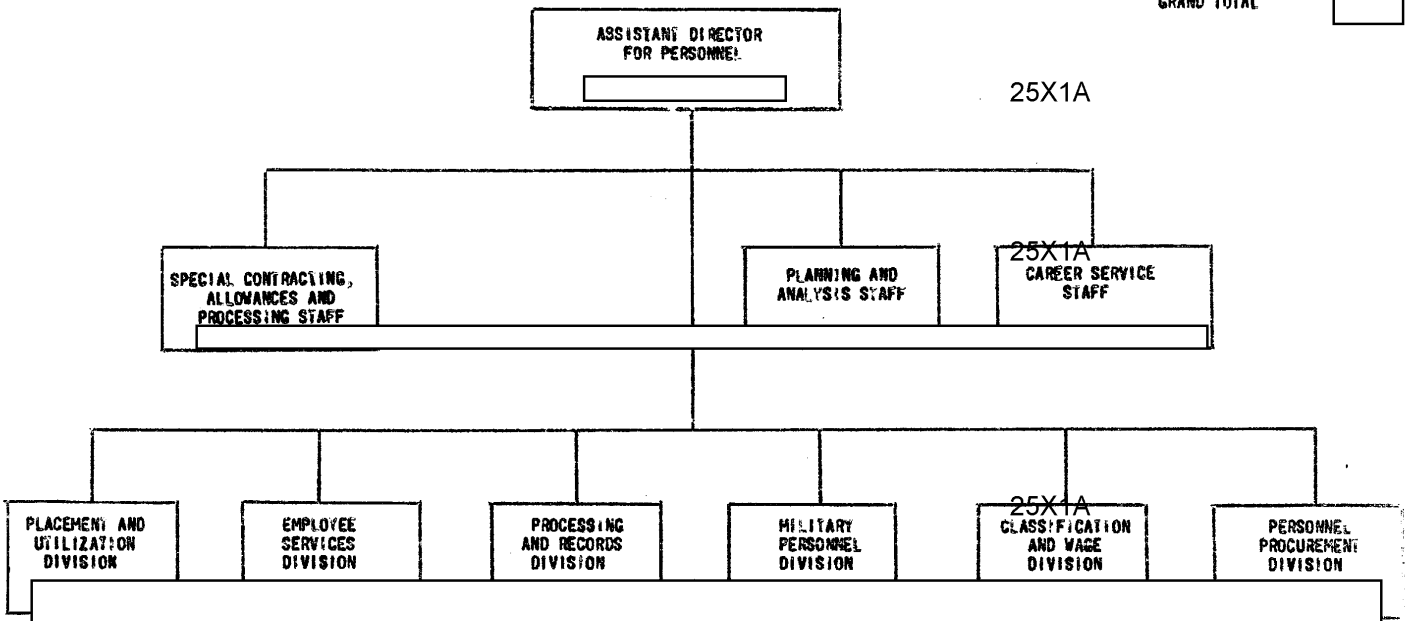
P - PROFESSIONAL  
C - CLERICAL  
M/O - MILITARY, OFFICERS  
M/E - MILITARY, ENLISTED

OFFICE OF PERSONNEL

ON DUTY STRENGTH - 31 October 1959

RECAP

PROFESSIONAL  
CLERICAL  
TOTAL CLASSIFIED  
MILITARY, OFFICERS  
MILITARY, ENLISTED  
TOTAL MILITARY  
GRAND TOTAL



SECRET

SECRET

DATA TAKEN FROM FISCAL  
YEAR 1956 BUDGET PRESENTATION.

25X1A

OFFICE OF PERSONNEL  
BUDGET STATEMENT - FISCAL YEAR 1955 1/

RECAP

OF  
OTHER  
TOTAL

\$
----

ASSISTANT DIRECTOR  
FOR PERSONNEL

25X1A

SPECIAL CONTRACTING,  
ALLOWANCES AND  
PROCESSING STAFF

PLANNING AND  
ANALYSIS STAFF

25X1A  
CAREER SERVICE  
STAFF

PLACEMENT AND  
UTILIZATION  
DIVISION

EMPLOYEE  
SERVICES  
DIVISION

PROCESSING  
AND RECORDS  
DIVISION

MILITARY  
PERSONNEL  
DIVISION

25X1A  
CLASSIFICATION  
AND WAGE  
DIVISION

PERSONNEL  
PROCUREMENT  
DIVISION

1/ DOES NOT INCLUDE INTERIM ASSIGNMENT BRANCH,  
INCENTIVE AWARDS, OR HOSPITALIZATION AND  
COMPENSATION CLAIMS. (TOTAL: \$353,765)

SECRET



BASIC AUTHORITIES - OFFICE OF PERSONNEL

1. The basic authorities and responsibilities for the functions performed by the Office of Personnel derive from those reposing in the Director of Central Intelligence as head of the Central Intelligence Agency. His general responsibilities for personnel management and provision for the Office of Personnel are stated in Executive Order 9830, approved 24 February 1947, which provides in part:

The head of each agency, in accordance with applicable standards, Executive orders, and rules, shall be responsible for personnel management in his agency. To assist and advise him in carrying out this responsibility he shall maintain or establish such office or division of personnel as may be required. He shall designate a director of personnel or other similarly responsible official to be in charge of such office or division. Such director or other official shall represent the head of the agency in personnel matters, subject to his instructions.

The head of each agency shall provide for the cooperation of his agency with the Civil Service Commission in the conduct of personnel matters.

2. The authority to appoint personnel carries with it the authority to effect promotions, reassignments, separations and other types of personnel actions. In general, this authority rests with the head of each executive department and agency although its exercise is subject to laws, rules and regulations applicable to positions and personnel under his jurisdiction. Positions and personnel of the Central Intelligence Agency are generally exempted from the usual Civil Service Rules and Regulations by section 10 of the Central Intelligence Agency Act of 1949 (50 U.S.C. 403j). In accordance with this statutory exemption from the competitive service, the Director exercises his appointment authority within the basic framework of Civil Service Rule VI, which provides in part:

The head of an agency may fill excepted positions by the appointment of persons without civil service eligibility or competitive status and such persons shall not acquire competitive status by reason of such appointment...To the extent permitted by law and the provisions of this Rule, appointments and position changes in the excepted service shall be made in accordance with such regulations and practices as the head of the agency concerned finds necessary.

3. The mission and functions of the Office of Personnel, as defined in Agency Regulation [ ] are quoted in Tab A of the briefing material previously furnished the Task Force. The basic delegation of authority to the Assistant Director for Personnel is contained in Agency Notice [ ]

SECRET

25X1A  
25X1A  
25X1A





(Fifty-Third Congress, Sess. II) Sec. 2, Act of July 31, 1894  
(28 Statute 205) as amended (5 USCA62)

No person who holds an office the salary or annual compensation attached to which amounts to the sum of two thousand five hundred dollars shall be appointed to or hold any other office to which compensation is attached unless specially heretofore or hereafter specially authorized thereto by law; but this shall not apply to retired officers of the Army or Navy whenever they may be elected to public office or whenever the President shall appoint them to office by and with the advice and consent of the Senate.

commissioned officer in---etc.  
(59a, USC) Title 5) (Double Salaries, limitation of amount of retired pay as /  
(a) After June 30, 1932, no person holding a civilian office or position, appointive or elective, under the US Government or the municipal government of the District of Columbia or under any corporation, the majority of the stock of which is owned by the United States, shall be entitled, during the period of such incumbency, to retired pay from the United States for or on account of services as a commissioned officer in any of the services mentioned in Title 37, at a rate in excess of an amount which when combined with the annual rate of compensation from such civilian office or position, makes the total rate from both sources more than \$3,000; and when the retired pay amounts to or exceeds the rate of \$3,000 per annum such person shall be entitled to the pay of the civilian office or position or the retired pay, whichever he may elect. As used in this section, the term "retired pay" shall be construed to include credits for all service that lawfully may enter into the computation thereof.

(b) This section shall not apply to any person whose retired pay, plus civilian pay, amounts to less than \$3,000; Provided, That this section shall not apply to regular or emergency commissioned officers retired for disability incurred in combat with an enemy of the US or for disabilities resulting from an explosion of an instrumentality of war in line of duty during an enlistment or employment as provided in Veterans Regulation Numbered 1 (a), part I, paragraph I.1.

(62, Holding other lucrative office (Title 5 USC)

No person who holds an office the salary or annual compensation attached to which amounts to the sum of two thousand five hundred dollars shall be appointed to or hold any other office to which compensation is attached unless specially authorized thereto by law; but this shall not apply to retired officers of the Army, Navy, Marine Corps, or Coast Guard whenever they may be elected to public office or whenever the President shall appoint them to office by and with the advice and consent of the Senate. Retired enlisted men of the Army, Navy, Marine Corps, or Coast Guard retired for any cause, and retired officers of the Army, Navy, Marine Corps, or Coast Guard who have been retired for injuries received in battle or for injuries or incapacity incurred in line of duty shall not, within the meaning of this section, be construed to hold or to have held an office during such retirement.

(Fifty-Third Congress, Sess. II) Sec. 2, Act of July 31, 1894  
(28 Statute 205) as amended (5 USCA62)

No person who holds an office the salary or annual compensation attached to which amounts to the sum of two thousand five hundred dollars shall be appointed to or hold any other office to which compensation is attached unless specially heretofore or hereafter specially authorized thereto by law; but this shall not apply to retired officers of the Army or Navy whenever they may be elected to public office or whenever the President shall appoint them to office by and with the advice and consent of the Senate.

commissioned officer in---etc.

(59a, USC) Title 5) (Double Salaries, limitation of amount of retired pay as /  
(a) After June 30, 1932, no person holding a civilian office or position, appointive or elective, under the US Government or the municipal government of the District of Columbia or under any corporation, the majority of the stock of which is owned by the United States, shall be entitled, during the period of such incumbency, to retired pay from the United States for or on account of services as a commissioned officer in any of the services mentioned in Title 37, at a rate in excess of an amount which when combined with the annual rate of compensation from such civilian office or position, makes the total rate from both sources more than \$3,000; and when the retired pay amounts to or exceeds the rate of \$3,000 per annum such person shall be entitled to the pay of the civilian office or position or the retired pay, whichever he may elect. As used in this section, the term "retired pay" shall be construed to include credits for all service that lawfully may enter into the computation thereof.

(b) This section shall not apply to any person whose retired pay, plus civilian pay, amounts to less than \$3,000; Provided, That this section shall not apply to regular or emergency commissioned officers retired for disability incurred in combat with an enemy of the US or for disabilities resulting from an explosion of an instrumentality of war in line of duty during an enlistment or employment as provided in Veterans Regulation Numbered 1 (a), part I, paragraph I.1.

(62, Holding other lucrative office (Title 5 USC)

No person who holds an office the salary or annual compensation attached to which amounts to the sum of two thousand five hundred dollars shall be appointed to or hold any other office to which compensation is attached unless specially authorized thereto by law; but this shall not apply to retired officers of the Army, Navy, Marine Corps, or Coast Guard whenever they may be elected to public office or whenever the President shall appoint them to office by and with the advice and consent of the Senate. Retired enlisted men of the Army, Navy, Marine Corps, or Coast Guard retired for any cause, and retired officers of the Army, Navy, Marine Corps, or Coast Guard who have been retired for injuries received in battle or for injuries or incapacity incurred in line of duty shall not, within the meaning of this section, be construed to hold or to have held an office during such retirement.

**SECRET**

The portion of NSC Directive 5412, which applies to the Assistant Director for Personnel, makes him responsible for advance planning and phases of support for certain operations.

**SECRET**